

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Public Business Meeting

**Date/Time:** Tuesday - March 21, 2006; 1:30 p.m.

**Place:** Sullivan County Unity complex – Health Care facility.  
1<sup>st</sup> Floor, Recreation and Business Conference Rooms

**ATTENDEES:** Donald S. Clarke – *Chair*, Ben Nelson – *Vice Chair* (arrived late), and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Courtney Marshall – *Health Care Administrator*; Sam Fletcher – *Human Resource Assistant*; Sharon Johnson-Callum (minute taker).

**OTHER ATTENDEES:** James Lowe – *Argus Champion staff reporter*; Matt Clary – *Eagle Times staff reporter*; Kelly Murphy – *Sullivan County United Way Director*; Lorraine Brasseur – *Sullivan County United Way Board Treasurer* and Tammy Belletsky – Dietary Food Service Worker.

### **AGENDA ITEM NO. 1 MEETING MINUTES REVIEW**

#### **AGENDA ITEM NO. 1.A. MARCH 7, 2006 MEETING MINUTES**

**1:35 A motion was made, by Commissioner Jarvis, to approve the March 7, 2006 meeting minutes as typed. Commissioner Clarke seconded the motion. There was no discussion. A voice vote was taken. The motion carried, with majority. Commissioner Nelson was not present.**

**1:36 A motion was made, by Commissioner Jarvis, to approve the March 14, 2006 meeting minutes as typed. Commissioner Clarke seconded the motion. Commissioner Nelson arrived. A voice vote was taken. The motion carried, unanimously.**

### **AGENDA ITEM NO. 2 UNITED WAY CAMPAIGN APPRECIATION PRESENTATION**

#### **MOBILITY MEETING**

Ms. Murphy indicated, Thursday, March 23, 2006 a community mobility meeting would be held 11 – 2 at the Eagle Block, Newport, in order to improve transportation in the region. She noted the 35 attendees include representatives from: NH DHHS, NH DOT, County, United Way, and citizens. They applied for a planning grant through the Endowment of Health. This is an eighteen-month phase program. The first nine months will be used to gather data, look at needs, and look at how other communities are doing it. The second nine months, will be used to create the actual plan on a county and regional wide basis. Once they complete that, they anticipate applying for further funding through the Endowment for Health. Ms. Murphy extended an invitation for the Board to attend. Commissioner Clarke pointed out the County was reviewing proposals submitted in response to an RFQ for an assisted care facility and noted one issue that came up was transportation.

#### UNITED WAY EMPLOYEE APPRECIATION

Ms. Murphy introduced the S.C. United Way Board Treasurer, Lorraine Brasseur, who also works at Claremont Savings Bank. Ms. Murphy and Ms. Brasseur thanked those here and all County employees who participated. They indicated donations increased 106% and payroll participation increased by 90%. They indicated they were almost to their goal of \$120,000. They noted the County's campaign cabinet met regularly, coming up with many improvements. They wanted to recognize the following for their help:

- Courtney Marshall, *Sullivan County Health Care Administrator*. Ms. Murphy noted having the support for the program from the SCHC Administrator and County Manager made a tremendous difference.
- Sam Fletcher, *Sullivan County Human Resource Assistant*
- Ron McPhall, *Sullivan County Dietary Director*,
- Donna Chartier, *Sullivan County Department of Corrections Correctional Officer*,
- Peter Farrand, *Sullivan County Human Resource Director*, and
- Sherrie Curtis, *Sullivan County Human Services Coordinator* – a special recognition was made to Ms. Curtis as the lead person for the donation drive.

#### AGENCY FAIR DAY

Ms. Murphy spoke briefly about the agency fair day and the participation of employees.

#### AGENDA ITEM NO. 3 SMALL GRANTS

The County Manager noted Mr. Chuck Hersey, County Forester, dropped off a NH Fish & Game Small Grants application that required signature from the Board Chair. This grant would be used in collaboration with a WHIP grant, and would be used for brontosaurus work in the summer on the Home Farm Lot. The grant would be for \$4,500.

- 1:50 A motion was made, by Commissioner Jarvis, to authorize the Chair to sign the Small grants application for \$4,500. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

#### AGENDA ITEM NO. 4 HEALTH CARE REPORT

AGENDA ITEM NO. 4.A. RESIDENT TRUST FUND FORMS – Mr. Gil de Rubio noted an outside company was being retained to monitor the resident trust fund. The firm was a recommendation from Genesis; and, was also recommended by state survey and complied with Federal guidelines. The cost will be approximately \$1,800 per year, and will eliminate some of the ambiguity caused between the states and feds with this past falls survey. The outside financial firm is Wachovia Bank Services based in Delaware. Mr. Marshall noted it would be Wachovia's responsibility to make sure we do not get into the same situation with issues of accounts going through Probate. He noted the funds in these accounts are the resident's money, that the total is too much for the SCHC Business Office to continue to handle, and that it's important to have an independent firm

that is experienced and professional. As it pertains to Probate, this firm will handle everything. Mr. Gil de Rubio indicated Wachovia works with other nursing homes throughout the state and regulators are familiar with them and have a lot of confidence with them. Mr. Marshall noted they submitted this under the Plan of Correction, and the NH State surveyors were happy with their performance. Wachovia monitors day-to-day operation of the resident trust fund. The County Treasurer does not monitor day-to-day fund of each resident account, just the total amount in the General Fund. Mr. Marshall noted there are 120 resident accounts. He noted NH State expressed concern about 70 of the accounts when the survey was done, and this is the Plan of Correction. Clarke noted this eliminates/reduces the liability. Mr. Gil de Rubio noted if this were not approved, we would have to advise the State of the change in their plan of correction. Mr. Marshall noted this action was noted on the follow up, and was first noted on the second page of deficiencies.

**2:01 A motion was made, by Commissioner Nelson, to authorize the agreement with Wachovia to administer the resident trust fund. Commissioner Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.**

#### AGENDA ITEM NO. 4.B. CENSUS

Copies of the census were disbursed (on file at Commissioners Office). Census reflects 150 filled beds: 111 Medicaid, 23 – Private, 16 Medicare, with six (6) vacant beds. Commissioner Nelson would like Mr. Marshall to add a Year-To-Date column to the report. Mr. Gil de Rubio noted the monthly reports provided reflect this information also. Mr. Marshall indicated February was the best month for Medicare revenue, with a total of \$196,559 of net revenue at the end of the month. He noted receivables continue to increase. Commissioner Clarke noted most important is the age of those receivables. Mr. Marshall agreed there was still work to do on that issue. Mr. Gil de Rubio said he and Mr. Marshall have discussed a comprehensive action plan on this matter. Mr. Marshall pointed out they were above budget.

#### AGENDA ITEM NO. 4.C. STAFFING

Mr. Marshall indicated they were currently interviewing for a Director of Social Services position. He noted the nursing staff seems to be as good as it's been. They have a central scheduler making sure all is balanced in the facility, and pleased with that – looking at issues of overtime and per diem use, and attempting to manage that. Have ongoing Hospice training with VNA, wrapping up 3 weeks of training with that. Jarvis asked if we have a contract with anyone else for hospice. Courtney confirmed we did with Conn. Valley, Gilmore – Day Long Consultation. Mr. Gil de Rubio noted the review is a little behind schedule, but the reviewer should have recommendations to them by the first of next week. SCHC is primarily working with LSVNA at the moment.

#### AGENDA ITEM NO. 5. COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 5.A. FY 07 PROPOSED BUDGET

Mr. Gil de Rubio disbursed the his FY 07 proposed budget packages to the Commissioners, and a summary copy to the public in attendance: James Lowe, Matt Clary, Kelly Murphy, and Tammy Belletsky. He noted this was his fourth budget presented to the Commissioners. The total budget amount is \$26,968,840. An approximate 9.1% increase. The proposed funds to be raised by taxes is \$9,119,124 – a decrease from last years of \$313,995, or down by 3%. Some increase variables include: a 24% increase in health, 4.2% increase in dental, 38% increase in workers comp, 3% increase in wages. Mr. Gil de Rubio has budgeted a 11.07% increase in Health Care revenues. He continues to fund capital improvements, Fund 42, in the amount of \$1,215,750. Subsidiary revenue includes property tax, FY 05 Convention litigation money, \$500,000 FY 06 surplus. Mr. Gil de Rubio briefed over the percentage of taxes broken down by department, which is made up of 48% Human Services, DOC 30%, Capital 13%, 9% other. He pointed out that Health Care is not on this page as it is self-sufficient. He briefed over “iii” Total Budget Amount – split between funds. County grants and incentive funds are reflected in Fund 10. Fund 24 reflects “in and out” grant funds – Sheriff’s Office and Drugs and Alcohol funds, for example. Mr. Gil de Rubio briefed over page “iv” “Fiscal Trends” from FY 03 – FY 07. Mr. Clarke requested Mr. Gil de Rubio include more years back on future prints of the Property Tax Fiscal Trends. Mr. Gil de Rubio noted the increase in retirement on this page was a reflection of not using agency nurses. Fund 42 “Total Cost of Capital” is capital improvements infrastructure – not the bond payments. Briefed them on “v” “Estimated 2006-2007 County Taxes”. Publicly thanked the County department heads/elected officials, commending them for the great job they did; and thanked the staff at Commissioners Office. He noted his budget package was comprised of two bound volumes –notes and financials. Budget reviews begin March 31<sup>st</sup> with interview of all providers, to include: NH Primex - property liability, NH Retirement, HealthTrust (LCG), and Davis and Towle. Sheriff’s Office budget will also be reviewed that afternoon. It was noted the County Manager, Commissioners and Executive Finance Committee (EFC) anticipate setting a date March 31st to discuss salaries of elected officials. April 3 – Review Health Care budget. April 4<sup>th</sup> – Review Registry of Deeds, County Attorney, UNH Cooperative Ext and Conservation budgets. April 5<sup>th</sup> – Review County Treasurer, County Manager, Commissioners, Payroll, Human Resource, Human Services, and Court House/Woodhull Complex budgets. April 6<sup>th</sup> – Review D.O.C. and Facilities & Operations budget. April 7<sup>th</sup> – interview County grant applications. A separate schedule of the grants received will be forthcoming. Commissioner Clarke noted the Commissioners will be reviewing the budget and make changes where appropriate. He noted the EFC members will be sitting in on as much as possible during their reviews. Once they review each department and change or approve it, the budget is presented at a public hearing, and then turned over to the Delegation. Commissioner Clarke requested questions from the public on budget issues. Mr. Lowe requested a copy of the projected town tax rate. Mr. Gil de Rubio noted he could send those to him.

Ms. Murphy asked what the total grant applications came to? Mr. Gil de Rubio noted it was approximately \$200,000 and approximately \$156,000 was budgeted.

**AGENDA ITEM NO. 5.B. ASSESSMENT LIVING BUSINESS PLAN/FEASIBILITY NEEDS**

**ASSESSMENT UPDATE** – Mr. Gil de Rubio indicated three proposals were received and out of the three, two proposals are being considered. They held interviews with: Health Care Management Associates and Housing Partnerships Inc. There was \$6,000 difference between the two proposals. After checking references, Mr. Gil de Rubio has a few items to discuss in an Executive Session with the Commissioners today.

**AGENDA ITEM NO. 6 COMMISSIONERS REPORT**

Commissioner Clarke noted a 9 a.m. conference call regarding recent developments with house bill 638 was planned.

Commissioner Jarvis and Nelson indicated they had nothing to report.

**AGENDA ITEM NO 7 PUBLIC PARTICIPATION**

Ms. Tammy Belletsky indicated she was an County employee. She indicated they've heard of the County having a surplus and see new purchases; but nothing is being improved in the kitchen. She pointed out fans need to be replaced; moisture is building up on floor creating a hazardous work environment, and employees are suffering. Mr. Gil de Rubio noted the FY 07 budget reflects funds for HVAC upgrades in the kitchen. He detailed the \$250,000 budgeted, with \$75,000 for dish room renovations, funds for breakfast bar, \$50,000 for tables and chairs. He noted he and Mr. Chanis wanted to begin improvements in FY 06, but were advised against it by the engineers, who recommended first fixing the heating system, then the rest in FY07. He noted rewiring had to take place that would accept backup generators. Mr. Gil de Rubio pointed out work on the Stearns was eliminated to focus on the kitchen issues. Mr. Gil de Rubio noted the \$250,000 includes air conditioning and that there was no quick improvement they could do in the mean time. The County Manager noted the engineers looked thoroughly at the situation, and found the shaft was cracked. The engineers recommended not pouring money in to temporarily fix the problem, but to replace it, which entails placing funds in the budget. Mr. Gil de Rubio indicated he was well aware of the problem, that Mr. Chanis gave a lot of thought to how they might temporarily fix it. They tried to implement corrections, but the attempts failed, which is when the engineers were called in.

Ms. Murphy asked about the time frame for the County to complete an assisted living facility? Mr. Gil de Rubio discussed the current phase they were in with the business plan / feasibility assessment, hoping for a business plan by mid June. He discussed budgeted funds that if approved would give a more concrete plan on construction. He noted they did not foresee construction to occur at least for two more years. Commissioner Clarke added there were a lot of decisions to be made: where and how to build, the demographics of residents, etc. He noted it was important to make those decisions when they can look at them carefully. Ms. Murphy commended the County for taking this project on; noting baby boomers don't have a place to put their folks when they return from FL or CA, and felt the project was exciting. Commissioner Clarke noted they had recently toured two new DOC facilities, and that one of the facilities in Strafford

was a four to five year planning process - they took the time to do it right, and swore if they did it again, they would do it the same way.

**3:00** A motion was made, by Commissioner Nelson, to go into Executive Session to look at reference contacts of the two firms who submitted proposals. [RSA 91-A:3.II. b. and d.] Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. All three commissioners were in favor.

**3:26** A motion was made, by Commissioner Jarvis, to come out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

**3:27** A motion was made, by Commissioner Nelson to contact Health Care Management Associates to do the business plan / feasibility assessment needs for assisted living in the amount of \$28,175. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

**3:28** Mr. Gil de Rubio confirmed he would contact both firms.

**3:28** A motion was made to adjourn the meeting.

*Respectfully submitted,*

A handwritten signature in cursive script that reads "Ethel Jarvis".

*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j-c.*